



Transportation
Security
Administration

MEMORANDUM FOR ALL PROSPECTIVE OFFERORS

27 March 2009

FROM: Beth Wann, Contracting Officer

SUBJECT: Executive Summary Letter, Request for Proposal (RFP) HSTS04-09-R-CT8108
Professional Engineering and Logistics Services Support (PELSS)

1. The Transportation Security Administration (TSA) invites your organization to submit a proposal for Professional Engineering and Logistics Support Services (PELSS) as set forth in RFP HSTS04-09-R-CT8108. This letter provides additional information and explanation of the RFP. This solicitation can be accessed on the Federal Business Opportunities website at www.fbo.gov. Paper copies will not be mailed. All Sections and Attachments are available for download from this website.

2. The purpose of this effort consists of providing Professional Engineering and Logistics Support Services to the five Office of Security Technology programs: Electronic Baggage Screening Program, Passenger Screening Program, Security Technology Integrated Program, Advanced Surveillance Technology Program and Air Cargo Security Program and includes other offices within OST, such as Engineering, Transportation Security Integration Facility (TSIF), Integrated Logistics Support (ILS) and Evaluation & Operational Integration (E&OI) branch.

3. The solicitation is 100% setaside for Small Business. The NAICS is 541990 and the size standard \$7.0M. The Period of Performance shall begin upon contract award and consist of five (5) ordering years. The Government intends to make two or more Indefinite Delivery/Indefinite Quantity (ID/IQ) contract awards and one Task Order (TO) award, with more TO awards to follow over the term of the contract. The proposal preparation instructions and evaluation criteria for the initial award are set out in Sections L & M of the RFP.

4. Please be advised that award may be made without discussions. Be sure that your proposal includes all requested information as award may be made based on initial proposal submittals with no opportunity for revisions.

If you submit a proposal, you must:

- a. Complete Blocks 12, 15A, 15B, 15C, 16 and 18 of the Standard Form 33. An authorized representative should sign and date Blocks 17 and 18.
- b. Fill in all blanks (Sections A through J) that require input from the offeror such as Contract Line Item Number (CLIN) prices, Statement of Work (SOW) and clause information marked "TBP" ("To be proposed").
- c. Fill out and ensure completeness of all applicable blanks for the "Representations, Certifications, and Other Statements of Offerors" in Section K of the RFP.
- d. Provide information as indicated in Section L.

5. You are reminded that proposals are due no later than April 27, 2009 at 3:00 pm EST. Proposals may be sent via email or hand carried. DO NOT send proposals by US mail or overnight carrier. Email submissions must be limited to 5MB per email and subject line shall contain the RFP number and # of # emails. Submit proposals via email to venita.mathias@dhs.gov and beth.wann@dhs.gov. If hand carrying proposals please notify Ms. Mathias or Ms. Wann prior to delivery and clearly mark proposals "RFP HSTS04-09-R-CT8108".

6. The Government will evaluate past and present performance data contained in the offerors' proposal and data obtained through other sources such as data independently obtained from other government and commercial sources.

7. An announcement has been made that a source selection is in progress for the requirements of this RFP. Briefings to any Government official by participating offerors on the subject of this RFP are inappropriate during the source selection period that begins at RFP release and continues until contract award. Any questions or discussions related to this acquisition must be conducted solely with the Contracting Officer, Beth Wann, and (571) 227-1655. Any question requiring a written response must be made in writing with reference to the Transportation Security Administration, Attention: Beth Wann, 701 S 12th Street, Arlington, VA 20598 or via electronic mail at: beth.wann@dhs.gov.

8. Please submit RFP questions (contractual and technical) by April 6, 2009 to beth.wann@dhs.gov. Questions and answers will be posted on the Federal Business Opportunities, www.fbo.gov. Any change to the solicitation will be accomplished by formal amendment to the RFP and will also be published at the website. Contractors should continue to visit the FedBizOpps website for updates as well.

9. An Industry Day is tentatively scheduled for April 8, 2009. Place and time will be announced by March 31, 2009, and will be held at a meeting place close to the TSA Headquarters. Please submit questions by April 6, 2009 and the names of attendees to beth.wann@dhs.gov. Questions and answers will be addressed during the Industry Day, and along with the minutes of the meeting, made available to all interested parties.

10. Your interest in this program is greatly appreciated and we look forward to your response.

//signed//

Beth Wann
Contracting Officer